

PERSONNEL OFFICE SURVEY REPORT

I. ORGANIZATIONAL COMPONENT

- A. Office of Communications
- B. Administrative Staff
- C. Personnel Branch
- D. Domestic Section
- E. Personnel Transactions and Records Unit

II. BRIEF FUNCTIONAL STATEMENT - Including Reporting Authority, Number of Personnel Currently Assigned to Component and Proposed Personnel Requirements

The Personnel Transactions and Records Unit is functionally responsible for:

A. Maintenance of a current Personnel Kardex System (Position Inventory) for the Office of Communications (Field and Departmental, including projects).

B. Preparation of Headquarters personnel actions and both Headquarters and Foreign Field appointment, resignation, and transfer actions (S.F. 52).

C. Central control for personnel actions being processed within O/C as well as personnel actions (Field and Departmental) transmitted to Personnel Division (Covert) for official action.

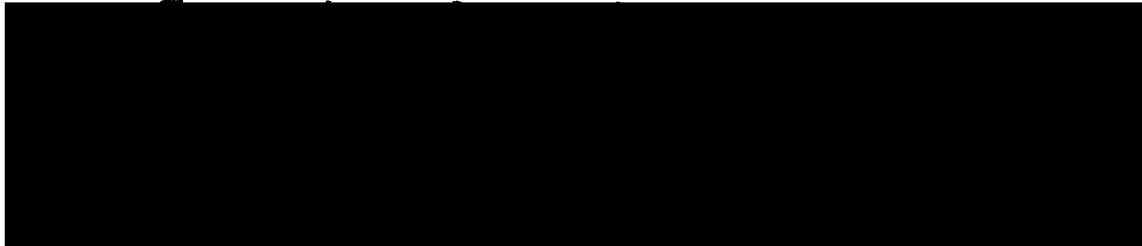
D. Preparation of periodic and special internal personnel statistical reports on Departmental ~~personnel~~ personnel transactions, and both Departmental and Foreign Field where combined statistics are required by O/C in administering and planning its personnel program. (Inasmuch as the CIA Cable Secretariat has been attached to the O/C for general administrative and personnel support, this report includes all such personnel transactions for that component as a part of the O/C departmental establishment.)

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The proposed Table of Organization request submitted by O/C for the Transactions and Statistical Unit provided for three positions.

III. DETAILED FUNCTIONAL RESPONSIBILITIES CURRENTLY ASSIGNED TO THIS ORGANIZATIONAL COMPONENT

A. Maintains the Position Inventory for the Office of Communications

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1. Maintains a current Personnel Kardex System by organization for Departmental, [REDACTED] and Foreign Field positions in the O/C, (CSC Form OF-4b). This is the master kardex control system for all positions approved for O/C and is a visual record setting forth the location of each position and individual, showing the grade, title, series, position number and personal data. It also shows the current status of personnel transactions such as promotions, transfers, resignations, applicants processing for duty, periodic pay increases and recruitment requests. The kardex system is necessary in order for O/C to carry out its day-to-day personnel program and has been authorized by the Deputy Director for Administration (CIA Notice [REDACTED] dated 28 January 1953). In the maintenance of this master kardex system, this Unit posts all Foreign Field, Departmental, and [REDACTED] personnel action requests, checking S.F. 52's for accuracy of name spelling, nature of action, position title, series and grade level, slot number, organizational breakdown, and other pertinent data under remarks, prior to submission to PDC for approval. Upon completion of official action by PDC and other Agency components such as Liaison Control [REDACTED] cases, this Unit completes the final posting from S.F. 50 and S.F. 52 on the kardex system, name location cards, and other related records. On Departmental and [REDACTED] personnel, the Unit transmits S.F. 50's (employee copy) to appropriate Division concerned, and answers questions concerning changes in the employee's status. On Foreign Field personnel, transmits S.F. 52 to appropriate Foreign Section for notification to Field Station.

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2. Posts all authorized T/O changes. In this connection, the Unit prepares the necessary personnel actions (S.F. 52) for Departmental and [REDACTED] employees affected by T/O changes. Initiates through the appropriate Foreign Section those personnel actions required as a result of Foreign Field T/O changes. The above steps are accomplished by this

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Unit since the T/O changes must first be posted in the kardex system and this Unit can determine at that time the personnel actions required by such changes.

3. Posts to the kardex system approved periodic pay increases, changes in address, changes in dependent status, marital status, arrival and departure dates, and recruitment requests.

B. Prepares Personnel Action Requests

Prepares all Personnel Action Requests (S.F. 52) on Departmental and [REDACTED] personnel; all Departmental, [REDACTED] and Foreign Field appointment and resignation actions, and transfer actions from other Agency components to O/C; prepares the from side of S.F. 52 on Departmental and [REDACTED] personnel transferring to Foreign Field Areas; and, prepares the to side of S.F. 52 on Foreign Field personnel transferring to Departmental and [REDACTED] positions. This procedure is accomplished here since this portion of the personnel action pertains to the Domestic Section's area of responsibility. The S.F. 52's are prepared to confirm official action taken by:

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1. Office of Communications, Ad Hoc Committee

- a. All promotion actions for GS-13 positions and above.
- b. All appointment actions for GS-12 positions and above.
- c. All reassignment actions for GS-12 positions and above.

2. Office of Communications, Career Service Board

- a. All promotion actions to GS-12 positions and below.
- b. All appointment actions GS-8 through GS-11 and Communications Technician(Crypto) positions GS-7.
- c. All reassignment actions to the Foreign Field GS-11 and below.

3. Chief, Personnel Branch

All Departmental reassignment and appointment actions for GS-7 positions and below.

C. Maintains the following Control Logs, Card Records, and Tickler Files

- 1. Maintains a personnel action log by date and name of Departmental, [REDACTED] and Foreign Field personnel actions (S.F. 52)

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completed by O/C and transmitted to PDC for official approval. This serves as a ready reference to indicate personnel actions completed by O/C and transmitted to PDC, as well as indicating date of approval and actions outstanding.

2. Maintains a record log of all approved CSB Action Memorandums transmitted to the Personnel Branch for action. This log serves as an internal control since it shows the status of the Personnel Branch processing, and a record of delinquent Board actions.

3. Maintains a CSB Tickler File of approved CSB Action Memorandums on Departmental and [REDACTED] personnel that specify actions to be taken at a future date. This file is maintained by month and serves as a control on postdated cases.

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4. Maintains a tickler file of personnel actions (S.F. 52) prepared solely by this Unit as a result of CSB action as well as those actions which do not require CSB approval, such as appointment and resignation actions (Departmental, [REDACTED] and Foreign Field). This is maintained as a control and reference to indicate action has been completed by this Unit. In addition, forwards a tickler copy to the File Unit for filing in the O/C personnel file.

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5. Maintains a log of all employees cryptographically cleared. This log is maintained to insure that no employee is assigned to an operating component in O/C until such clearance is obtained.

6. Maintains a current promotion book flexoline by grade level covering all positions in O/C (Departmental, [REDACTED] and Foreign Field) which includes the name of incumbent, age, position title; grade and number, organization location, date of last promotion, date action submitted to PDC for approval, date PDC completed action and effective date. This is maintained for the purpose of preparing statistics on grade distribution, and for use by Chief, Administrative Staff and Chief, Personnel Branch for quick reference on promotion history within O/C.

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7. Maintains a card record of all resignations, cancellations, and transfers, either from staff agents to staff employees, or transfer out of O/C, or the Agency. This is maintained in order to keep a history of all people who have directly or indirectly been connected with O/C for the purpose of answering questions from O/C operating divisions concerning an individual's reemployability. It is also used to furnish information to PDO and PDC, as well as answer questions received from the FBI when investigating a former employee to verify employment dates. In addition, it serves as an index to closed out personnel files retained in the Unit. O/C is currently maintaining these files until they can be transferred to PDC Transactions and Records Branch.

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8. Maintains a suspense file containing tissue copies of all Departmental and [REDACTED] S.F. 52's transmitted to PDC. Serves as a control of such actions transmitted to PDC for official approval and as a check on delinquent actions.

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9. Maintains applicant processing control record describing the status of applicants (Departmental, [REDACTED] and Foreign Field) broken down by clerical and all others. This record is used to answer inquiries from O/C Divisions regarding applicant processing, such as security clearance completed and medical examination, as well as a control of the 10% overage allowed for recruiting purposes. This record is also used to compile the processee figures for the strength report.

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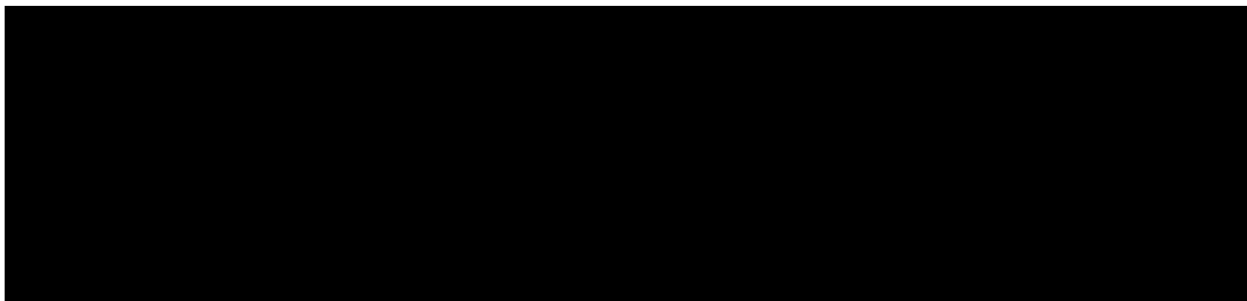
D. Prepares Periodic and Special Personnel and Statistical Reports

1. A weekly report for the Chief, Personnel Branch, on all promotion, appointment and resignation actions which have been effected by PDC (Departmental, [REDACTED] and Foreign Field). This report is compiled to:

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a. Inform the Chief, Personnel Branch of all officially approved actions.

b. Assist the CSB Recorder in compiling current norm listings for employees.



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3. A weekly clerical vacancy report for PDC, GS-5 and below (Departmental only) indicating current clerical vacancies.

4. A monthly vacancy report for CSB on all vacancies in the Departmental and [REDACTED] components. This is used by the CSB in considering assignments of employees being rotated.

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5. A monthly personnel strength report for the ADCO, of Departmental and [REDACTED] elements (vouchered and unvouchered), compiled by organizational component, ceiling authorization, on duty personnel, military slotted, and processees. In addition, the report

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is used by the Chief, Administrative Staff and other components in O/C for manpower planning and budget estimates.

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6. Special grade distribution reports requested by Chief, Administrative Staff, and Chief, Personnel Branch, of Departmental, Foreign Field components by name, title and current grade of employee, grade of slot and date last promoted, for use in promotion history studies and future personnel planning program. These reports are also used by the CSB Recorder in compiling normal listing for employees. This data is compiled from the promotion book flexoline and the kardex system.

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E. Prepares Office of Communications Personnel Folders

Initially prepares all new O/C personnel folders (Departmental, Foreign Field) at time of EOD, and closes out all personnel files of employee resignations and applicant cancellations. This is accomplished in this Unit inasmuch as all personnel actions must be posted and control records checked and changed. In addition, it is more efficient to accomplish these transactions in one operation.

F. Provides Information Concerning Employees and Applicants

Receives and services requests from Chief, Administrative Staff; Chief, Personnel Branch, members of the CSB, and O/C operating officials for information regarding employees and applicants; such as, general status of applicants, EOD dates, date of birth, date of last promotion, date of periodic pay increase, time in grade, organizational location, and position number. This information is taken from the kardex system where it can be quickly assembled.

G. Serves as Point of Contact on Personnel Matters

Maintains continuing liaison, both personal and telephonic with PDC, MPD, PPD Communications Operating Divisions and Staffs, CIA Cable Secretariat, various DDP elements and other components within the Agency regarding the processing and records control of Communications Departmental personnel actions. Examples of nature of contacts are as follows: PDC regarding slotting irregularities, periodic pay increases, clearances, status of promotion actions, status of applicant cases; MPD regarding military processing matters; PPD regarding applicant files and activating deferred files; O/C operating officials and CIA Cable Secretariat regarding slotting and T/O changes; DDP elements to inform them of O/C personnel on their various T/O's; effective dates of personnel actions, coordinate actions and obtain appropriate signatures.

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H. Provides Advice to Foreign Sections on Preparation of Forms

Indoctrinates the Foreign Sections regarding Agency personnel procedures and mechanics pertaining to the proper preparation of personnel action requests (S.F. 52's), draft deferment forms, and reserve personnel forms. The Unit furnishes this assistance since it is responsible for the accuracy of all official O/C personnel documents forwarded to PDC.

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